

## **DEVELOPMENT OF CONTRACTS TO BE SUBMITTED IN THE PROPOSAL**

## A. GENERAL INFORMATION

The contract shall consist of the following:

Standard Agreement For IT Goods/Services Only (STD. 213 Rev 6/03)

Attachment 1 – Information Technology General Provisions

<http://www.documents.dgs.ca.gov/pd/modellang/GPIT08162004.pdf>

Attachment 2 – Information Technology Personal Services Special Provisions\*

<http://www.documents.dgs.ca.gov/pd/modellang/personalservicespecial012103.pdf>

Attachment 3– Statement of Work

(the Deliverables Cost Worksheet identified in Section VII will  
be incorporated into the Statement of Work)

Attachment 4\*– RFP DOF-BIS-010\*

Attachment 5\* - Bidder's Final Proposal

\*Items shown with an asterisk (\*) are hereby incorporated by reference and made part of the agreement as if attached hereto.

These instructions are provided to explain how the contract is structured and how it will be modified to develop mutually agreeable final contracts. Because no negotiations nor alterations (unless specified otherwise) of the contract are permitted subsequent to the time established for the receipt of proposals, it is imperative that bidders follow these instructions carefully in order to be fully responsive, from a contractual aspect to the RFP.

## B. PREPARATION OF CONTRACT FOR FINAL PROPOSAL SUBMISSION

The final proposed contract submitted with the Final Proposal shall include the entire contract and must be completed as follows:

The signature of the authorized representative for prospective contractor must be on the front page of the Standard Agreement Form (STD. 213 Rev 6/03). Signature shall be an original on all required copies. The bidder should also complete the printed name and address as asked for under the box entitled "Contractor."